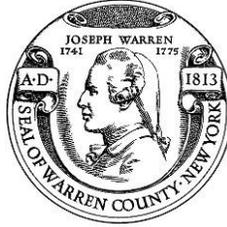


# WARREN COUNTY APPLICATION FOR A BUILDING PERMIT

Fire Prev. & Bldg. Code Enf.  
1340 State Rt. 9  
Lake George, NY 12845  
(518) 761-6542  
Fax (518) 761-6564  
E-MAIL: [fpbc@warrencountyny.gov](mailto:fpbc@warrencountyny.gov)



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For Office Use Only  
Date \_\_\_\_\_  
W.C. Permit No. \_\_\_\_\_  
Fee \$ \_\_\_\_\_  
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ALLOW A MINIMUM OF TWO WEEKS FOR THE PLAN REVIEW PROCESS  
BEFORE PERMIT CAN BE ISSUED

## SECTION I - PROPERTY APPLICANT AND OWNERSHIP INFORMATION

1.1. Print name of applicant \_\_\_\_\_ Home Phone \_\_\_\_\_  
Mailing address \_\_\_\_\_ Business Phone \_\_\_\_\_  
\_\_\_\_\_ Cell Phone \_\_\_\_\_  
\_\_\_\_\_ Email Address \_\_\_\_\_

1.2. Check whether applicant is owner\_\_\_\_, lessee\_\_\_\_, agent\_\_\_\_, architect\_\_\_\_, engineer\_\_\_\_, or builder\_\_\_\_

1.3. If Commercial or Industrial-name of business \_\_\_\_\_  
Name and address of owner of premises if different than applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.4. If owner or applicant is a corporation, give name and title and signature of duly authorized officer.

\_\_\_\_\_ Signature  
Name and Title of Corporate Officer \_\_\_\_\_

## SECTION II - SITE INFORMATION

2.1. LOCATION (address of proposed work) \_\_\_\_\_  
Brief DIRECTIONS to location \_\_\_\_\_  
Town or Village \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

2.2. Please Check One

OCCUPANCY

____ A-Assembly	____ I-Institutional
____ B-Business	____ M-Mercantile
____ E-Educational	____ R-Residential
____ F-Factory	____ S-Storage
____ H-Hazard	____ U-Utility and Miscellaneous

## SECTION III - DESCRIPTION OF PROPOSED WORK

3.1. Please Check One

____ Construction of a New Building	____ Demolition to a Building
____ Addition to a Building	____ Other work
____ Alteration to a Building	

Estimated cost of Project \_\_\_\_\_

3.2. Brief description of scope of project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.3 If project is a business, commercial or mixed occupancy, specify nature and extent of each type of use

3.4. Name of Architect or Engineer \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

3.5. Name of Contractor \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

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**SECTION IV - ATTACHMENTS REQUIRED TO THIS APPLICATION**

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- 4.1. A signed town or village Zoning Compliance Certificate must accompany this application.
- 4.2. Proof of Worker's **Compensation** and **Disability** (not liability) insurance or proof of **exemption** of person(s) performing construction is required before a permit is issued. (See "Acceptable Insurance Forms".)
- 4.3. If applicant is not owner of premises, a signed **agent authorization form** must be included with application.
- 4.4. Two (2) **site/plot plans** showing placement of proposed construction; distances to property lines and to other structures must be indicated as well as placement of well and septic system whether new or existing systems. Driveway length and width must be indicated.
- 4.5.(a) **Two (2) sets of plans** or drawings (signed or initialed by the town or village zoning officer) must include elevations, floor plans, and cross sections of the construction. Plans must include Energy Code Compliance documentation. Upon approval of this application, the Warren County Fire Prevention and Building Code Department will issue a Building Permit to the applicant and return one approved set of plans to the applicant.
  - (b) These plans **may** need to be sealed and signed by a NYS licensed professional engineer or architect per the NYS Education Law. This may not apply to residential buildings of a gross floor area of fifteen hundred (1,500) square feet or less (exterior dimensions), nor alterations to any building or structure costing twenty thousand dollars (\$20,000) or less which does not involve changes affecting the structural stability and/or public safety thereof. (There may be circumstances when "stamped" plans may be required regardless of size or cost.)
  - (c) **Any changes** prior to or during construction will require submittal of amended plans (review and re-approval are necessary).

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**SECTION V - YOUR ACKNOWLEDGMENTS, AGREEMENTS AND SIGNATURE**

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- 5.1. **I agree** to comply with all applicable laws, ordinances and regulations, including but not limited to zoning, subdivision regulations and cleared or title restrictions.
- 5.2. **I acknowledge** no construction activities may be commenced prior to issuance of a valid permit by reason of applicable law. I certify that the application, plans, and supporting materials, to the best of my knowledge, are a true and complete statement/description of the work proposed, that all work will be performed in accordance with the New York State Uniform Fire Prevention and Building Code and the New York State Energy Code.
- 5.3. **I acknowledge** that prior to occupying the facilities proposed, I or my agents will obtain a certificate of occupancy or completion. I acknowledge it is my or my authorized agent's responsibility to call for all required inspections.
- 5.4. **I agree** to allow access to the property for inspections.
- 5.5. **I acknowledge** that nothing contained in this permit shall be construed to satisfy any legal obligation of the applicant to obtain any governmental application or permit from any entity other than Warren County whether, Federal, State, Regional or Local.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)